

## STANDARDS OF ETHICAL CONDUCT

The Small Business Administration's ethics program is administered by the Designated Agency Ethics Official who is located in Washington, DC. As a part of each new employee's ethics orientation, the Agency is required to provide the new employee with the following:

Part 2635 of Title 5 of the Code of Federal Regulations, entitled "Standards of Ethical Conduct for Employees of the Executive Branch;"

The names, titles, office addresses and telephone numbers of the Designated Agency Ethics Official and other Agency ethics officials who are available to answer questions regarding the employee's ethical responsibilities; and

A minimum of one hour of official duty time to review Part 2635 and the list of ethics officials.

To facilitate this initial ethics orientation, the Agency has established an "Ethics Home Page" which may be accessed through the Agency's "YES Page" at <http://yes.sba.gov>. Upon entering the YES Page find the "SBA Program and Field Offices" section and enter it. Once in that section find "Ethics," under the list of "Major Home Pages," and enter it. This will open the Ethics Home Page. Once in the Home Page hit on the index item "Ethics Library." Look for the index item entitled "Regulations Issued by or Affecting OGE and Its Mission" and hit on it. There you will find Part 2635 in its entirety. In addition, you can go back to the main Home Page index and hit on "Standards of Conduct" and you will immediately find a summary of each section of Part 2635, as well as links to the text of each section. After carefully reviewing Part 2635, return to the main menu and hit on the index item entitled "Agency Ethics Officials." This will provide you a complete list of all Agency ethics officials, by title and office, with their addresses and phone numbers. Write down the name, address and phone number of the ethics officials assigned to your office. You are allowed, by OGE regulation, a minimum of one hour of official duty time to review all of this information. See 5 C.F.R. § 2638.703(a) (3) (1999).

Naturally, the Ethics Home Page has a lot of other related information, including an overview of the Agency's financial disclosure system, restrictions on partisan political activity, ethics forms and training materials.

If you do not have access to a computer, or your computer or the Ethics Home Page is down, please contact the Chief Counsel for Ethics in the Office of General Counsel, at (202) 619-0645, or your regional or local ethics official, and request that these materials be sent to you.

### **References:**

Ethics Home Page  
5 CFR 2635

<http://yes.sba.gov/personnel/ethics/>

13 CFR 105  
Executive Order 12674  
Executive Order 12731